

## POOL MANAGER

### NATURE OF WORK

This is supervisory and specialized work in directing the operation of a municipal swimming pool. This class is in the Unclassified Service.

Work involves responsibility for the safe and effective operation of one of the municipal swimming pools which are generally operated during the summer. Employees plan and supervise the work of lifeguards, cashiers, and custodians. Work involves a considerable amount of meeting and dealing with the public. Instructions as to operating routines and departmental policies are received orally or in writing from an administrative superior, who visits the pool periodically to check operations. Work is also subject to review through the analysis of operating records and reports.

### EXAMPLES OF WORK PERFORMED

Plans, assigns, and supervises the work of lifeguards, cashiers, and custodians.

Ensures that all rules and regulations are properly enforced; sees that all accidents are properly taken care of and reported; administers first aid as required.

Ensures that the pool is cleaned and that the adjoining buildings and facilities are kept in orderly condition and that the pool water is properly tested; checks circulating equipment regularly and that all pool equipment is properly operated, maintained, and repaired.

Meets the public and processes all types of complaints; dispenses information regarding activities elsewhere of the Recreation Division.

Ensures that all operating records and reports are properly prepared and dispatched.

Performs related work as required.

### DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the methods, materials, tools, and equipment used in the operation and maintenance of municipal swimming pools.

Considerable knowledge of departmental procedures and policies as applied to the operation of swimming pools, and to the maintenance of related records and reports.

Considerable knowledge of life saving and first aid techniques.

Ability to plan and supervise the work of subordinates engaged in operating a municipal swimming pool.

Ability to deal tactfully and courteously with the public.

Ability to teach swimming, diving, and other water sports.

Ability to maintain adequate operating records.

Skill in administering first aid.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school and considerable experience as a life guard or swimming instructor.

NECESSARY SPECIAL REQUIREMENT

Must possess a valid State of Nebraska Pool Operator's Certificate at time of appointment.

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